



Office Assistant - Job Description

Title:

Office Assistant

Number of Position(s):

02 - Contract

Reports To:

Implementation Unit (Administration Support Staff)

Summary:

The role of Office Assistant is to provide clerical support including organizing files, scheduling appointments, taking minutes, proofreading, receiving guests and arranging meetings. This is a temporary position for three (3) years within Project Implementation Unit and may be extended until project complete or three years whichever is earlier.

Job Duties /Responsibilities:

The major responsibilities of the Office Assistant include but are not limited to the following:

- Upkeep of the Project Implementation Unit (PIU)/ TransKarachi office and a single point contact to his office
- Provide a complete correspondence service to ensure that it is dealt with efficiently; screen incoming correspondence; make preliminary assessment and present to PIU/ TransKarachi management
- Take dictation to prepare responses for PIU/ TransKarachi management signature, gathers and summarizes data to ensure availability; prepare briefing papers, reports and presentations
- Manage and maintain PIU/ TransKarachi management schedule and calendar to enable him to attend all key meetings at the appointed times; Prepare daily activity and important documents to be signed; Setup and coordinate appointments, meetings, and conferences; Maintain contact directory
- Collect materials for meetings, speeches, and conferences; Plan, coordinate and organize meetings and presentations; Prepare and distribute meeting agenda; Take minutes and keep records of proceedings; Create, compile, and distribute minutes of meeting



- Receive visitors and alert PIU/ TransKarachi management accordingly; Make referrals to appropriate staff or provides requested information
- Communicate PIU/ TransKarachi management instructions, directives and assignment to subordinate staff and /or departments and follow up on the status; Furnish and obtain required information
- Establish and maintain records and filing systems, replenish stationery and arrange for the efficient operations of PIU/ TransKarachi office equipment and machinery
- Perform other related duties as required.

Requirements:

Education and Experience

- At least intermediate (12th Grade), preferable Bachelor degree from a HEC recognised University. Certification in MS office will be preferred.
- Specialized Training - communication skills, office management, executive secretaries course, MS office, short hand, note taking, event management, English language or related fields.
- At least 5 years secretarial, general administration experience including a minimum of 2 years of experience in a similar role is highly desirable.

Skill Set and Core Competencies

- Good working knowledge of using MS Office to a competent level, especially MS Word, Excel, PowerPoint and Outlook;
- Highly organized with ability to manage and prioritize tasks and work autonomously;
- Ability to exercise sound judgment, tact and discretion;
- A good deal of common sense, etiquette and an ability to think well;
- Shorthand and excellent typing skills with speed and accuracy;
- Good organizational skills;
- good communication skills, both verbal and written;
- Demonstrated ability to arrange meeting schedules, compile minutes and follow up on meeting decisions as are required from time to time;
- Fluency in Urdu and good command in written English.

Work Conditions

- Position is based in Karachi, Direct Recruitment. Selection will be based on merit and competency.

